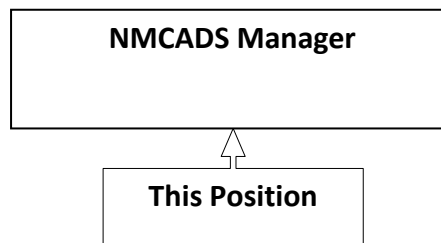


## Job Description

<b>Job Title</b>	<b>Aboriginal Support Worker</b>
<b>Location</b>	<b>North Metro Community Alcohol and Drug Service</b>
<b>Award Status</b>	<b>Cyrenian House Enterprise Agreement 2012-2016</b>
<b>Classification</b>	<b>Level 4-5</b>

### Reporting Relationships



### Job Function

The Aboriginal AOD Support Worker will provide informal counselling, mentoring, interactive therapeutic activities, education, mediation and support to consumers. They will also be required to develop relationships with the local Aboriginal community and provide culturally secure training across the organisation.

## **Duties and Responsibilities**

### **General**

- Support, promote and work in accordance with the Vision, Mission and Values of Cyrenian House.
- Participate as a valued team member promoting and contributing to a supportive team environment.
- Provide support to and share expertise with other staff, students and volunteers.
- Participate in staff meetings, supervision, AOD training sessions and planning workshops.
- Contribute to the development, implementation and evaluation of the service model.
- Contribute to Cyrenian House continuous quality improvement processes.
- Work in accordance with Cyrenian House Code of Conduct.
- Be responsible for personal health and safety in the workplace and for complying with all Cyrenian House occupational safety and health policies and procedures, promoting and maintaining a safe and secure environment.
- Contribute to and promote the implementation of the Standards on Culturally Secure Practice.
- Other duties as required.

### **Group Work, Education and Training**

- Provide a range of Aboriginal training and educational workshops to increase cultural competency and promote a greater understanding of Aboriginal Peoples within the workplace.
- Facilitate groups as directed by the Service Manager.
- Provide a safe and supportive environment for consumers to express and respond to their emotions, gaining an understanding of issues relating to their drug use.
- Encourage therapeutic interactions between consumers, supporting positive change and personal development.
- Participate in agency planning and team building workshops.

### **Counselling**

- Provide informal counselling, referral as well as AOD information and support to consumers and their families.
- Facilitate family support initiatives and family inclusive practice.
- Participate in shared case management and consultation with other service providers.
- Develop and deliver education and training to consumers, other service providers and community groups, as directed.

### **Representation and Networking**

- Support staff to improve their culturally sensitive practice.
- Develop relationships with Aboriginal and Torres Strait Islander communities.
- Develop and maintain a working knowledge of AOD and other relevant agencies/services.
- Participate in prevention and community development activities as directed.
- Develop effective relationships with other Cyrenian House services as appropriate.

### **Administration and Reporting**

- Perform administrative and office management procedures as required.
- Update SIMS documentation and/or other related duties as required.
- Prepare brief and concise consumer notes as required.
- Update client lists and other appropriate databases as required.
- Maintain written records of community and consumer issues/events/incidents, providing this information at handover to oncoming staff.

## **Selection Criteria**

### **Essential competencies and experience**

- Aboriginal and/or Torres Strait Islander pursuant to Section 50D of the Equal Opportunity Act.
- Have a Certificate III in Community Services and AOD and / or experience in working with Indigenous people in an AOD service (minimum).
- Possess a sound knowledge of alcohol and other drug issues impacting on Aboriginal or Torres Strait Islander people.
- Well-developed communication and interpersonal skills both written and verbal.
- Have demonstrated ability to work in a multidisciplinary team.
- Take an active role in Continuous Quality Improvement.
- Demonstrated and well developed interpersonal, verbal, and written communication.
- Have a current National Police Clearance and First Aid Certificate.
- Current driver's License and reliable vehicle

### **Desirable**

- Experience in family inclusive practice.